

TOR for EPAZ Project Manager

Family Aids Caring Trust (FACT), Africa University (AU) and Ministry of Health and Child Welfare (MoH&CW) secured funding from WHO-CIDA to conduct PMTCT implementation research in Mutare and Makoni districts of Manicaland. The research project is a cluster randomised controlled trial study aimed at determining the effects of Point of care PCR and CD4 testing with Mother Support Groups (MSG) on PMTCT and EIDT uptake and retention in said districts.

To effectively roll out the project, a Project Manager is required to coordinate the project for four years (2012-2016). Below are the Terms of reference for the Project Manager (Coordinator).

1. Main Purpose of Position

Under the direction of the FACT Director (Principal Investigator and Co-Investigators), the EPAZ Project Manager is responsible for managing the EPAZ project on: Determining the effects of Point of care PCR and CD4 testing with Mother Support Groups (MSG) on PMTCT and EIDT uptake and retention in Mutare and Makoni districts, Zimbabwe (A cluster randomized controlled trial).

2. Key Performance Areas (KPA)

The responsibilities (key performance Areas – KPA) include: Administrative, Research, Project Management, Data management and Reporting related activities.

2.1 Administrative activities involve:

- a. Organising, managing and ensuring Scientific Review Submission
- b. Organising and managing IRB Submission
- c. Scheduling and coordinating protocol specific tests
- d. Responding to inquiries regarding the study
- e. Creating and implementing recruitment strategies for data collectors and other part time study staff
- f. Maintaining study regulatory documentation
- g. Managing a budget of at least \$US1,7million over four years (2012-2015).

2.2 Research activities involve:

- a. Ensuring timely completion of protocol design
- b. Ensuring timely completion of Case Report Form design, review and testing
- c. Ensuring timely completion of the Manual of Operations (MOO)
- d. Developing randomisation plan and methods
- e. Ensuring proper training of research staff
- f. Attending investigators meeting
- g. Final report/manuscript preparation
- h. Ensuring development of project policies

2.3 Project management activities involve:

- a. Ensuring patient registration/randomisation is adhered to
- b. Coordinating with Research the research team leaders
- c. Coordinating with Central lab
- d. Recruitment follow-up
- e. Complete Case Report Forms
- f. Queries resolution
- g. Reporting serious adverse events noted
- h. Maintain investigator file
- i. Perform data management and quality assurance checks

2.4 Data management and statistics activities include

- a. Database set-up and testing
- b. Data entry
- c. Timely completion of statistical analysis
- d. Data cleaning

2.5 Project reporting

- a. Writing study progress reports to funders
- b. Coordinating writing of publications from the project

3. Entry Level Education/Qualifications

- Preferred: Masters Degree in Public Health [exception Population Studies with proven experience (3 years) of working in Health Research].
- Preferred: undergraduate degree in Health Sciences [(exception: Social Science but with years (5) of experience working in health sector].
- Excellent verbal and written English communication and editorial skills.
- Must have a class 4 Drivers License.

4. Competencies Required

- Strong analytical and conceptual skills
- Confident, assertive, persuasive
- Ability to communicate at all levels (policy to grassroots)
- Self driven, task oriented and multi-task
- Ability to engage various stakeholders and focus them on a goal

5. Previous work experience, Knowledge and Skills required

- At least 3 years proven experience of working in a research environment or related research work
- Knowledge of Zimbabwe Health Care system
- Strong quantitative researcher with experience in using quantitative research software (SPSS and other related soft ware).
- Proven academic/scientific writing experience
- Proven participation in similar research projects
- Advanced computer skills (Microsoft office, excel, data base management, internet, e-mail, etc).

6. Paterson Decision Description

According to Paterson grading system, the position falls under Grade D Upper. Grade D involves middle management's ability to optimize resources through decision-making about processes and procedures with planning programmes or budgets one year ahead. D –Lower is about interpretive decisions while D-Upper is about coordinating and interpretive decisions.